





<u>STEP 1</u> Education	<u>STEP 2</u> Experience	<u>STEP 3</u> Examination	<u>STEP 4</u> Registration
			

TEXAS ARCHITECT EXAM APPLICANT CHECKLIST

To help track your progress towards licensure, use this checklist as your guide for navigating the exam/licensure process

- ☐ Complete your NAAB degree and establish an NCARB council record and enroll in the Architectural Experience Program (AXP) and create your **MYNCARB** online record/account. <http://www.ncarb.org/Experience-Through-Internships/Getting-Started/My-NCARB-Record.aspx> . Help Line – customerservice@ncarb.org

APPLICANTS WITH A FOREIGN DEGREE: must be evaluated and approved by NAAB/EESA program prior to applying to Texas. Refer to NCARB's website regarding the NAAB/EESA process <http://www.ncarb.org/Certification-and-Reciprocity/EESA.aspx>

FOREIGN ARCHITECTS: Architects licensed outside the United States may be eligible for NCARB's Broadly Experienced Foreign Architect program which is scheduled to restart in mid-2016. <http://www.ncarb.org/Certification-and-Reciprocity/Alternate-Paths-to-Certification/Broadly-Experienced-Foreign-Architect-Program.aspx>

- ☐ Log into your **MYNCARB** account and click "**Request Eligibility**" and your record summary education confirmation will be provided to TBAE within a few days.

Applicants who have a NAAB degree (or foreign equivalent) and at least 6 months experience credit earned under a registered architect and documented in AXP, may qualify to sit for the ARE prior to completing the full AXP (3,740 hours) requirements.

- ☐ Create a TBAE online record at http://www.tbae.texas.gov/HowToApply/Architects_RegByExam and pay the \$100 TBAE application fee.
- ☐ Submit proof of legal status to TBAE (copy of your US birth certificate or passport, or alternate acceptable document <http://www.tbae.texas.gov/HowToApply/ProofofLegalStatus>)
- ☐ Email confirmation will be sent to you from TBAE and NCARB when your exam eligibility is available
- ☐ Begin scheduling your ARE
- ☐ Successfully pass all parts of the ARE within 5 years of passing your first exam section
- ☐ NCARB will forward a copy of your council record to Texas after you complete AXP and pass the ARE
- ☐ Complete the fingerprint requirement. **This is not required until TBAE confirms that you have passed the ARE.**
- ☐ Receive approval and instructions from TBAE for Texas registration and pay the initial registration fee (\$155 Texas resident/\$180 out of state)
- ☐ Receive your Texas Registered Architect license number

If you have any questions, contact the TBAE Exam Coordinator at exams@tbae.texas.gov, or (512.305.8527) or visit the TBAE website at www.tbae.texas.gov